

Questions and Answers  
OPI TIDE Webinar  
March 5, 2014

**NOTE:**

- For questions about technology from the webinar, please go to the META site <http://metasbac.weebly.com/resources.html>
- For questions about test administration and/or accessibility, please go to the *GET Answers* under each category on the OPI Field Test site.

Please define "appeals."

**Appeals are created when you submit Test Irregularities or test security breaches. These will be submitted on the SBAC portal by selecting Field Test, logging into TIDE, and selecting the Appeals tab. Once submitted, the appeals process can be tracked using the same tab.**

Should we delete students right away when we know they will not be testing at our school?

**It is your preference, but it makes sense to remove them while they are on your mind—or you can do it all at once. If you have a large number of students, the deletions can be taken care of by go to view and edit students, select the students who have moved, and export the list. On that spreadsheet, you can go to the last field and change it from add to delete and resubmit. You can also upload the information using the MTStudent Template. In the last field you would chose delete. See page 32 of the TIDE guide.**

Do we use this for the Practice test or just the Field Test? Or do we use 'guest' for the practice test?

**The temporary passwords for the Practice test expired on February 28<sup>th</sup>. You will have to use the new passwords from [Smarter-DoNotReply@airast.org](mailto:Smarter-DoNotReply@airast.org) to log in. This means that the TA's will have to be added to the TIDE system to receive passwords.**

**Once you add them to TIDE you can do a search to see the list of people who are TA's. You will not get their password information.**

Can DAs add District Coordinators under them?

**Yes—they can also add School Coordinators and Test Administrators.**

The difficult part of uploading staff is knowing the exact name to use in each column of your upload...

**The only names that you use are their first and last name. See your other question further down for more clarification.**

Why can't a school coordinator add and subtract students for their own school, instead of having the district coordinator do that?

**This is how the hierarchy of the TIDE system was set up by SMARTER.**

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Can you have more than one test session open at once? For example, in our tech lab could we be testing 6th grade ELA and 7th grade math?

**Yes – you create one session. For each student you choose the test (ELA or Math and section) and the students' grades.**

On student login it asks for a confirmation code. What is this?

**The student's first name as it appears in the AIM system.**

Is it possible for OPI to publish the extract in AIM to match the upload template?

**We are looking in to this. It may not be possible.**

If a student has started the test in one district and moves mid-window...does the first district delete that student? Does this undo their work?

**The old district will have to delete the student in order for the new district to be able to add the student. Their work will not be lost, and they can resume testing once deleted and then added in TIDE.**

What's role or title of teacher? May teacher proctor test

**They are a TA and they proctor the test. They can also set up the session for which they are the TA. They can also view student information, but they cannot change it.**

For example the role ...TA or Test Administrator...etc.

**SC would be your person at each school who is overseeing the testing at that school (e.g. principal or counselor). The TA would be the persons who will set up and monitor or proctor the testing sessions. (e.g. teachers)**

Will there be a webinar for TA's to show them the process for setting up their sessions?

**There is a training module on the OPI Assessment web site for the TA Interface and also one for Test Administration. The BLAST scheduled for March 24<sup>th</sup> is on the TA Interface (see OPI website for information regarding registering for BLAST presentations)**

How are password resets handled? ex a TA forgets pw.

**There is a Forgot Password button on the login page on the portal – a TA has to have been added first.**

What happens when you set up your session, but then students are absent for the session?

**Just like a make-up session in a paper/pencil test; you would set up a new make-up test session for that student. This can be set up for all students missing any test session; you chose each student needing a make-up and the test which that particular student missed – in other words, you can have multiple grades take the make-up during one make-up session. You can also have some taking math and others taking ELA.**

Is the confirmation code case sensitive?

**The first name should appear exactly like it does in AIM; therefore, the first letter should be uppercase and the rest lowercase.**

Isn't a session just a time? You pick what grade and test you want to give, which suggests to me that you could have youth sitting next to each other to be able to be taking a different test?

**This is correct.**

Can a TA user be assigned to multiple schools? We have 6-8 teachers who need to be users in multiple schools.

**Yes—they will only have one login, but when you go to add them to the second school and so on, it will say that they are already a user in the system and ask you if you want to add them to the other school as well. They will only have one password—then they will select the school where they are currently being the TA.**

Just a little further clarification, with 3 labs going at once, can there be 3 different TAs?

**YES—each TA will need their own log in and computer to set up the session, approve the participants, and monitor progress. You could also have one person set up a test session for all of the students in the 3 labs. That one person would have to select the students, the test they need to take, and approve all students once they get logged in. The TA in each lab would be there to assist with logging in and other troubleshooting issues, and to monitor test security.**

- [Use TIDE User Guide](#)
- [View TIDE Module](#)
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